

Equal Employment Opportunity (EEO) Policy

Policy Statement:

[Company Name] is committed to providing equal employment opportunities to all employees and applicants for employment. We believe that a diverse and inclusive workplace encourages innovation, creativity, and collaboration.

Scope

This policy applies to all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, training, transfer, and termination.

Policy Guidelines

Employment decisions at [Company Name] are based on business needs, job requirements, and individual qualifications, without regard to:

- Race
- Color
- Religion
- Sex (including pregnancy, gender identity, and sexual orientation)
- National origin
- Age
- Disability
- Genetic information
- Veteran status
- Any other legally protected characteristic

Reporting and Resolution

Anyone who believes they have experienced or witnessed discrimination, harassment, or retaliation should report the incident to Human Resources. All complaints will be investigated promptly and impartially.

Responsibility

All managers and employees are responsible for maintaining a work environment free from discrimination and harassment.

Review

This policy will be reviewed regularly and updated as necessary to reflect changes in the law and best practices.

Dated: [Date]

Approved by: [Authorized Signature]